

# **OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION**



## **Employment Verification for TALX Interface Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 29, 2010	Karen Roy	Initial Document
1.0	October 29, 2010	Sunil Rao	Initial Document
1.1	September 27, 2012	Becky Arena	Updated Document with most current Functional Specification information

## TABLE OF CONTENTS

I.	INTRODUCTION .....	4
II.	GENERAL INFORMATION .....	5
III.	TECHNICAL INFORMATION .....	6
IV.	RECORD FORMAT.....	7
V.	FILE DEFINITIONS .....	9
VI.	LEGACY vs. MyCalPAYS FIELDS .....	177
VII.	WHAT’S DIFFERENT?.....	188

## **I. INTRODUCTION**

This is a bi-weekly interface, which will transmit employees' basic information over from the MyCalPAYS system to the TALX system.

The TALX system will be accessed for mortgage applications, reference checks, loan applications, apartment leases and proof of employment.

### **Business purpose:**

The State of California, through its vendor TALX Corporation, offers an automated employment verification service that allows the verifiers to check the employees' employment and salary details. This interface will transmit the required information from the MyCalPAYS system to the TALX system.

Participation in this service is voluntary.

### **Related business processes:**

- Add Concurrent Assignment
- Assignment Change
- Employee Personal Data
- Hire New Employee
- Individual Salary Change
- Mandatory Reinstatement
- Mass GEN Salary Adjustments
- Mass SISA\_MSA Salary Adjustments
- Mass Split Off Reallocation
- Miscellaneous Data
- Permanent Separation
- Rehire Employee
- Temporary Separation

## **II. GENERAL INFORMATION**

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to the third party internal system(s) to support the interface.
- Support testing activities for the interface.

### **III. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- File format used is ASCII.
- Format is a fixed length.
- Server Type: Secure File Transfer Protocol (SFTP).

#### IV. RECORD FORMAT

<b>Frequency</b>	<input checked="" type="checkbox"/> Bi-weekly
<b>Direction</b>	<input checked="" type="checkbox"/> Outbound
<b>Source System</b>	MyCalPAYS
<b>Target System</b>	TALX (The Work Number®)
<b>Classification of Data</b>	<input checked="" type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive
<b>One time or Recurring</b>	<input checked="" type="checkbox"/> Recurring
<b>Scheduled</b>	<input checked="" type="checkbox"/> Automatic
<b>Data Time Period</b>	<input checked="" type="checkbox"/> Bi-weekly
	<b>Record Selection Scope:</b>  <input checked="" type="checkbox"/> All records
<b>Future Transactions</b>	<input checked="" type="checkbox"/> No
<b>Retroactive Transactions</b>	<input checked="" type="checkbox"/> Yes

<b>File Encoding</b>	ASCII file format
<b>File Format</b>	Fixed length
<b>File Naming convention</b>	Conform to <i>Standard MCP Outbound File Naming Convention</i>
<b>Server Type</b>	Secure File Transfer Protocol (SFTP)
<b>Other considerations</b>	N/A



## V. FILE DEFINITIONS

SL #	Source system (MyCalPAYS) Fields				Mapping Rules (position)	Target system (TALX) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name	Type	Length	Comments
1	N/A	N/A	N/A	N/A	1-5	Employer Company Code	Num	5	Must always be populated with "10396"
2	P0002-PERID P0002-GBDAT	CHAR DATS	20 8	SSN Birthdate	6-16	Employee Social Security Number	Char	11	Last 6 digits of EE SSN followed by the MMDD of birth date. Blank fill last byte. No "dashes"
3	P0002-GBDAT	DATS	8	Birthdate	17-24	Employee PIN	Char	8	MMDD from Birthdate field.
4	N/A	N/A	N/A	N/A	25-32	Adjusted Hire Date	Date	8	Blank fill
5	P0002-NACHN	CHAR	40	Last Name	33-52	Employee Last Name	Char	20	Left justify and blank fill to the right.
6	P0002-VORNA	CHAR	40	First Name	53-67	Employee First Name	Char	15	Left justify and blank fill to the right.
7	P0002-MIDNM	CHAR	40	Middle Name	68	Employee Middle Initial	Char	1	Take the first character of the middle name
8	P0001-WERKS	CHAR	4	Personnel Area	69-80	Employer Location	Char	12	Agency code or Personnel Area of Main Assignment. For multiple positions/assignments where one or more are active and one or more are temp sep or on leave, select only the active Main

									Assignment. Blank fill right.
9	N/A	N/A	N/A	N/A	81-172	Employee Address Info.	Char	92	Blank fill
10	SY-DATUM or P0000- BEGDA	DATS	8	System Date or Start Date	173-180	As of Date	Date	8	If employee is Active (P0000-STAT1 = 3) or On Leave (P0000-STAT1 = 1) status, then retrieve Current System Date. If Withdrawn (P0000-STAT1 = 0) then populate Start Date of the Separation action record. YYYYMMDD format
11	P1000- STEXT	CHAR	40	Job Short Text	181-211	Job Title / Current Position	Char	31	Long text for the employee's Job. Extract first 31 characters and report. Note: Any text will more than 31 characters will be truncated

12	P0000-STAT1	CHAR	1	Customer Specific Status	212	Employee Status Code	Char	1	IF employee has multiple assignments, populate 'M'. If just 1 assignment, and IF P0000-STAT1 = 3, populate 'A', and IF P0000-STAT1 = 1, populate 'L', and IF P0000-STAT1 = 0, populate 'S'
13	P0000-BEGDA	DATS	8	Start Date	213-220	Most Recent Hire Date	Date	8	Latest action and latest date, where P0000-BEGDA of MASSN 'ZA' – New Hire (all reasons), 'ZD' – Mandatory Reinstatement (Reasons – '03', '04', '13', '15'), 'ZE' – Rehire (all reasons) and 'ZQ' – New to MCP Rehire (all reasons), 'Z3' – Rehire GC21228 (all reasons). YYYYMMDD format.
14	PC2B5-ANZHL (SALDO)	NUM	7	Time Type	221-223	Number of Years of Service	Char	3	Time Type 'H000' - State Service Credit. 1 credit = 1 month of service. If this value is < 12 then set this field to zero. Otherwise divide this value by 12.

									E.g., State Service Credits equals 40: $40/12 = 3$ years and 4 months.
15	PC2B5-ANZHL (SALDO)	NUM	7	Time Type	224-225	Number of Months of Service	Char	2	Time Type 'H000' - State Service Credit. 1 credit = 1 month of service. If this value is < 12 then set this field equal to the value. Otherwise divide this value by 12. E.g., State Service Credits equals 40: $40/12 = 3$ years and <b>4 months</b> .
16	P0000-BEGDA	DATS	8	Start	226-233	Date of Termination / Inactivity / Retirement	Date	8	IF P0000-STAT1 does not = 1 or 3 then use of most Begin Date of most recent personnel action where P0000-MASSN = ZO and P0000-MASSG = any reason, or P0000-MASSN = ZM and P0000-MASSG = 15, OTHERWISE blank fill. YYYYMMDD format.

17	N/A	N/A	N/A	N/A	234-244	Employee's Current Pay Rate	Num 8.2	11	Populate with the employee's calculated Total Salary amount (see FS_HCM_PA_EN_Total Salary Calculation_722_FP). If the EE has more than one current personnel assignment perform the calculation based on their main assignment.
18	P0008-LGART	CHAR	4	Basic Pay Wage Type	245-246	Employee's Current Pay Rate Description Code	Num	2	If P0008-LGART = 0001 enter '09', 0003 enter '04', 0008 enter '08', Else, Blank
19	N/A	N/A	N/A	N/A	247-249	Average Hours Worked	Num	3	Blank Fill
20	PCL2, CRT, YTD	CURR	15(2)	YTD Base Pay	250-260	Gross Base Pay Amount - YTD	Num 8.2	11	Use wage type(s) amounts in evaluation class 19. Subtract any Gross OT and Gross Other Income amounts if their associated wage types belong to evaluation class 19 to avoid double-counting.
21	PCL2, CRT, YTD	CURR	15(2)	YTD Overtime Pay	261-271	Gross Overtime Amount - YTD	Num 8.2	11	Use wage type(s) from field "Gross Overtime Wage Types" on selection screen.
22	N/A	N/A	N/A	N/A	272-293	Various	Char	22	Blank Fill
23	PCL2, CRT, YTD	CURR	15(2)	YTD Other Income	294-304	Gross Other Income Amount - YTD	Num 8.2	11	Use wage type(s) from field "Gross Other Income Wage Types" on selection screen.

24	N/A	N/A	N/A	N/A	305-317	Total Gross Amount - YTD	Num 10.2	13	Sum of fields 20, 21, and 23.
25	PCL2, CRT, YTD	CURR	15(2)	YTD Base Pay	318-328	Gross Base Pay Amount - Last Year	Num 8.2	11	Use wage type(s) amounts in evaluation class 19. Subtract any Gross OT and Gross Other Income amounts if their associated wage types belong to evaluation class 19 to avoid double-counting.
26	PCL2, CRT, YTD	CURR	15(2)	YTD Overtime Pay	329-339	Gross Overtime Amount - Last Year	Num 8.2	11	Use wage type(s) from field "Gross Overtime Wage Types" on selection screen.
27	N/A	N/A	N/A	N/A	340-361	Various	Char	22	Blank Fill
28	PCL2, CRT, YTD	CURR	15(2)	YTD Other Income	362-372	Gross Other Income Amount - Last Year	Num 8.2	11	Use wage type(s) from field "Gross Other Income Wage Types" on selection screen.
29	N/A	N/A	N/A	N/A	373-385	Total Gross Amount - Last Year	Num 10.2	13	Sum of fields 25, 26, and 28.
30	PCL2, CRT, YTD	CURR	15(2)	YTD Base Pay	386-396	Gross Base Pay Amount - Two Years Past	Num 8.2	11	Use wage type(s) amounts in evaluation class 19. Subtract any Gross OT and Gross Other Income amounts if their associated wage types belong to evaluation class 19 to avoid double-counting.
31	PCL2, CRT, YTD	CURR	15(2)	YTD Overtime Pay	397-407	Gross Overtime Amount - Two Years Past	Num 8.2	11	Use wage type(s) from field "Gross Overtime Wage Types" on selection screen.
32	N/A	N/A	N/A	N/A	408-429	Various	Char	22	Blank Fill
33	PCL2, CRT, YTD	CURR	15(2)	YTD Other Income	430-440	Gross Other Income Amount - Two Years Past	Num 8.2	11	Use wage type(s) from field "Gross Other Income Wage Types" on selection screen.

34	N/A	N/A	N/A	N/A	441-453	Total Gross Amount - Two Years Past	Num 10.2	13	Sum of fields 30, 31, and 33.
35	N/A	N/A	N/A	N/A	454-514	Various	Char	61	Blank Fill
								<b>514</b>	<b>Cannot exceed this length</b>

						<b>TRAILER RECORD</b>			
1	N/A	N/A	N/A	N/A		Trailer Identifier	Char	8	"CALIFORN"
2	N/A	N/A	N/A	N/A		Total Number of Employee Records Included	Num	9	Count of records
3	N/A	N/A	N/A	N/A		Total Number of Active Employees Included where status code = 'A'.	Num	9	
4	N/A	N/A	N/A	N/A		Total Number of Inactive Employees Included where status code = 'I'. (Use zeros if none)	Num	9	
5	N/A	N/A	N/A	N/A		Total Number of Leave Employees Included where status code = 'L'. (Use zeros if none)	Num	9	

6	N/A	N/A	N/A	N/A		Total Number of Other Employees Included where status code is any other letter than 'A', 'I', or 'L'.	Num	9	
7	PCL2, CRT	CURR	15(2)	YTD Gross Pay		Check Sum	Num	3	Last 3 digits (one digit to the left of the decimal, two digits to the right of the decimal) of the Current YTD Gross Base Pay amount (bytes 250-260) as a check sum field.



## VI. LEGACY vs. MyCalPAYS FIELDS

S No.	Legacy fields	MyCalPAYS fields
1	Company Code	N/A-Will enter 10396
2	SSN	SSN/Birthdate
3	EE PIN	Birthdate
4	Adjusted Hire Date	N/A-Blank
5	EE Last Name	Last Name
6	EE First Name	First Name
7	Middle Initial	Middle Name
8	Employer Location	Personnel Area
9	EE Address Info.	N/A-Blank
10	As of Date	System Date or Start Date
11	Abbreviated Job Title	Job Short Text
12	Employee Status Code	Customer Specific
13	Most Recent Hire Date	Most Recent Hire Date
14	Years of Service	Time Type
15	Months of Service	Time Type
16	Date of Inactivity	Start
17	Gross Pay	Gross Pay
18	Pay Frequency	Employee Group
19	Average Hours Worked	N/A-Blank
20	YTD Gross Base Pay	YTD Gross Pay
21	Various	N/A-Blank
22	YTD Gross Base Pay	YTD Gross Pay
23	Gross Pay – Last Yr	YTD Gross Pay
24	Various	N/A-Blank
25	Prior YTD Total Gross	YTD Gross Pay
26	Gross Base – 2 Yrs. Past	YTD Gross Pay
27	Various	N/A-Blank
28	YTD Total – 2 Yrs Past	YTD Gross Pay
29	Various	N/A-Blank

## VII. WHAT'S DIFFERENT?

Description	Comment
N/A	Interface information is mostly “derived” from MyCalPAYS fields to meet the requirements of TALX.